THE MINUTES OF LYNG ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY 21st MAY 2025 STARTING AT 7.30PM IN THE VILLAGE HALL.

Present: Cllr Steve Davies (Chair), Cllr Kirsty King, Cllr Jason King, Cllr Helen Young, Cllr Steve Wright and Cllr Tom Gittins. Parish Clerk - Jo Boxall and members of the public - 3

1. TO ELECT THE CHAIR OF THE COUNCIL 2025/2026
It was unanimously **AGREED** to elect Cllr Davies as Chair, as nominated by Cllr K King and seconded by Cllr H Young. Cllr Wright was nominated by Cllr Davies but declined to stand.

2. TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE
The Declaration of Acceptance of Office form was duly signed.

3. APOLOGIES FOR ABSENCE
No apologies for absence were received.

4. TO ELECT THE VICE CHAIR OF THE COUNCIL 2025/2026
It was unanimously **AGREED** to elect Cllr Wright as Vice Chair as proposed by Cllr Davies, seconded by Cllr Gittins.

5. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES / RESPONSIBILITIES
Representatives were agreed as follows; Village Hall Representative - Cllr Davies, Footpath Warden – Cllr Young, Allotments – Cllr Davies, Play area – Cllr Wright, SAM2 – Cllr J. King, Cemetery/Churchyard – Cllr K. King.

6. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS
Declaration of interest received from Cllr J. King and Cllr K. King on matters relating to the allotments for which a dispensation has already been received.

7. MINUTES
It was unanimously **AGREED** to approve the minutes of the Parish Council Meeting held on 9th April 2025 as a true and accurate record, as proposed by Cllr Wright, seconded by Cllr Gittins. Minutes were duly signed.

8. INFORMATION ON MATTERS ARISING
The Clerk confirmed that she had instructed Playdale to replace the two rope components on the climbing frame and these had subsequently been replaced. A second quote was requested from Sovereign playground but only a part quote was received. A full quote has still not been received.

9. REPORTS COUNTY AND DISTRICT COUNCILLORS
Neither District Cllr Bambridge nor County Cllr Borrett were in attendance. Reports were circulated electronically.

10. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA
Concern was raised about the oak tree in the churchyard, low hanging branches are hitting gravestones as children are climbing in the tree. Bicycles are being ridden through the cemetery / churchyard. It was reported that children are throwing the rubberised chippings in the car park. Residents were encouraged to report anti-social behaviour to the Police.

11. TO CONSIDER / APPROVE FURTHER ACTION REGARDING BUS SERVICE IN LYNG
Cllr Young raised concern that the new bus service was 'doubling up' on the existing service in some respects and using a double decker which seemed excessive. Following discussion, as the Council did not wish to lose the existing service/s, it was agreed to take no further action at this time.

12. POLICIES – TO REVIEW AND APPROVE POLICIES –
To review / approve Financial regulations, Financial risk assessment, Effectiveness of internal control policy, Effectiveness of Internal audit and standing orders - no amendments proposed. Asset Register Policy (and review / approve asset register)
It was unanimously **AGREED** to approve the above policies without amendment as proposed by Cllr Davies, seconded by Cllr J. King.
It was unanimously **AGREED** to approve the Asset Register Policy and revised Asset Register for year end 31st March 2025 as proposed by Cllr Davies, seconded by Cllr Gittins.

13. Allotments

To receive update including update regarding registration of allotment land / access
The Clerk had requested confirmation from NPLAW that the signed documents had been sent to Land Registry but to date no response was received. The Allotment Association had expressed concern over plot sizes / annual rent payments. Following discussion, it was unanimously **AGREED** that the Council would not review plot sizes at the current time and the rent would remain unchanged as proposed by Cllr Wright, seconded by Cllr J. King.

To approve reallocation plot 15
The Clerk confirmed that plot 15 was now vacant and there were two on the waiting list (both current plot holders). It was agreed that the availability of Plot 15 would be advertised on the Lyng Facebook Page and Council website and offered to residents without an existing plot. If no interest by the next meeting then the plot will be offered to existing plot holders.

14. HIGHWAYS - To receive updates on highways matters
It was confirmed SAM2 data recording had been suspended due to the constant amount of road works causing disruption in the village. Cllr Davies confirmed this was the reason the Community Speed Watch were not currently carrying out speed checks. Cllr Young reported that she had finally received an email for Highways and was compiling an email which she would copy to the Clerk.

15. PLAY AREA & PLAYING FIELD
To receive any updates and matters affecting the play area including consideration of purchase / installation of CCTV.
Concern was raised about the lack of chippings on the play area and this had led to the membrane being exposed / lifted and concrete exposed under the seesaw. Following discussion it was unanimously **AGREED** to temporarily close the play are due to the current unsafe condition and publicise the reason for the closure as proposed by Cllr Gittins, seconded by Cllr Wright. It was acknowledged that the board edging needed replacing and the membrane needed pinning down before the chippings could be topped up. Cllr Wright and Cllr Gittins to purchase the boarding and organise fitting.
It was unanimously **AGREED** to purchase 3 bags of chippings as proposed by Cllr Wright, seconded by Cllr Gittins.

It was agreed that Cllr Gittins would look at options for CCTV and circulate to Council members for consideration at the next meeting.

To consider / approve request from the Bowls Club to cut a path (risk assessment and copy of insurance received)
As a copy of the insurance and a risk assessment was received, It was unanimously **AGREED** to allow the Bowls Club to cut a path alongside the MUSA as proposed by Cllr Davies, seconded by Cllr Gittins.
The Council previously approved vehicular access for Bowls Club Blue Badge holders back in July 2022. As a risk assessment was received confirming safety measures to be taken, the Council unanimously AGREED to approve permission subject to the safety measures being in place and display of blue badges. If conditions were not met, permission would be approved as proposed by Cllr Davies, seconded by Cllr J. King.
Cllr Gittins gave an update on the MUSA. The MUSA committee agreed to open the area free of charge the first two weeks in August to assess impact of free opening prior to spending money on basketball hoop refurbishment (from money raised initially for the pump track).

16. CEMETERY/CHURCHYARD - To receive any updates and matters arising affecting the cemetery / churchyard
Following concern expressed about the Oak Tree in the Churchyard, three quotes were received for an annual tree survey. Following review, it was unanimously **AGREED** to approve the quote from Ravencroft , £362, as proposed by Cllr Davies, seconded by Cllr J King. To be ratified at the next meeting.

17. TO CONSIDER PLANNING ISSUES
a) TO CONSIDER PLANNING APPLICATIONS RECEIVED:
PL/2025/0625/HOU - Removal of existing conservatory and erection of single storey flat roof rear extension including flue from woodburner at 17 Duffield Crescent, Lyng
The Council agreed that they had no comment or objections

b) TO CONSIDER LATE PLANNING APPLICATIONS
No late planning applications were received.

c) TO RECEIVE DECISIONS FROM BRECKLAND DISTRICT COUNCIL
No decisions were received from Breckland District Council.

18. FINANCE
a) To receive financial update & income / expenditure
The balance of accounts as at 30th April 2025 were confirmed as follows; Community account £21,698.70, Business Premium accounts £8974.65, £304.25 Play area reserve and £4000.12. bank reconciliations / budget comparisons were carried out by the Clerk and circulated. The balance of the Community Car Scheme fund was confirmed as £1671.06 after £750 grant had been received.

b) To approve payments made and to be made & record receipts
All payments made since the last meeting to date in accordance with the schedule below were unanimously **AGREED**, and receipts noted as proposed by Cllr Davies and seconded by Cllr J. King. Late payments to include Norfolk ALC Membership £228.48

PAYMENTS				
4th April 2025		Community Car Scheme Payments		£154.25
4th April 2025		Lyng Community Hall - Hall hire Jan - March		£54.00
10th April 2025		Mrs Jo Boxall - refund AVG		£64.99
10th April 2025		Mr Steve Davies - refund staples for membrance playarea		£16.99
24th April 2025		Mrs Jo Boxall - refund printer contribution		£17.50
30th April 2025		Mrs Jo Boxall - April salary & exps		£559.06
30th April 2025		HMRC Employers PAYE & NI April		£38.90
8th May 2025		Mrs K. King - refund cherry tree May 2024		£45.00
8th May 2025		TTSR - Grounds Maintenance		£1,400.23
8th May 2025		Playdale - deposit replacement rope components		£2,388.56
8th May 2025		Claudia Lowe - Internal audit		£180.00
8th May 2025		Mrs Jo Boxall - refund Microsoft office		£59.99
12th May 2025		Community Car Scheme payments		£164.25
30th May 2025		Mrs Jo Boxall - May salary & exps		£559.06
30th May 2025		HMRC PAYE & Employers NI May		£38.90
RECEIPTS				
1st April 2025 & 9th May 2025		Allotment rent plots 5&6	£40.00 & £10.00	
4th April 25		Allotment rent plot 10	£41.50	
8th April 2025		Breckland District Council - precept installment	£13,250.00	
11th April 2025		Breckland District Council - Community Car Scheme	£750.00	
29th April 2025		Plot 14 allotment rent	£25.00	
29th April 2025		Plot 17 allotment rent	£25.00	
1st May 2025		Plot 16 allotment rent	£25.00	
1st May 2025		Plot 4 allotment rent	£25.00	
6th May 2025		Plot 13 allotment rent	£25.00	
8th May 2025		Plot 1 allotment rent	£25.00	
13th May 2025		Plot 8a & 9 allotment rent	£50.00	
13th May 2025		Plot 11 allotment rent	£25.00	
14th May 2025		Plot 8C allotment rent	£25.00	

c) To receive the Internal Audit Report 2024/25
The report was received from the internal auditor. No comments were made.

d) To appoint the internal control officer and Internal auditor for 2025/26
It was unanimously **AGREED** to approve / appoint Cllr Wright as the Internal Control Officer to carry out quarterly checks as proposed by Cllr Davies, seconded by Cllr K King. It was unanimously **AGREED** to re-appoint Claudia Lowe as internal auditor for 2025/26 as proposed by Cllr Gittins, seconded by Cllr Davies.

e) To consider & approve the Annual Governance Statement 2024/25 on the Annual Return
It was unanimously **AGREED** to approve the Annual Governance Statement 2024/25 on the Annual Return as proposed by Cllr Davies, seconded by Cllr K. King.

f) To consider & approve the Accounting Statement 2024/25 on the Annual Return
It was unanimously **AGREED** to approve the Accounting Statement 2024/25 on the Annual Return as proposed by Cllr Davies, seconded by Cllr K. King. The period for the publication of elector's rights was confirmed as 3rd June to the 14th July 2025.

g) To consider quote received / approve insurance cover due 1st June 2025
As the Council had a 3 year LTA with BHIB which ended 2026. It was unanimously **AGREED** to renew the Council's insurance at a cost of £619.60 as proposed by Cllr K. King, seconded by Cllr J. King.

19. TO NOTE ITEMS FOR INFORMATION/FUTURE AGENDA – To agree to add information for residents on website
All correspondence received was circulated electronically. Future agenda items to include CCTV consideration, play area update, approval of grant for Hill & Vale, permissive footpath – concern was expressed about residents cutting across the crop to access the permissive footpath.

20. TO CONFIRM DATE OF NEXT MEETING
The date of the next meeting was confirmed as 18th June 2025, starting at 7.30pm. Cllr Gittins resigned from the Council.

21. TO CLOSE THE MEETING
There being no further business, the meeting was closed at 20.31pm.